



PORTERVILLE DEVELOPMENTAL CENTER

JOB OPPORTUNITY BULLETIN

BUILDING MAINTENANCE WORKER

SALARY RANGE:	\$3,282 - \$3,782
TENURE/TIME BASE:	Limited Term (12 months)/Full-Time
PROGRAM/DEPARTMENT:	Plant Operations
FINAL FILING DATE:	Continuous Until Filled
JOB CONTROL #:	JC-33838

Plant Operations has Six, Full-Time/Limited Term (12 month) positions.

DESCRIPTION OF DUTIES: Under supervision, to do a variety of semi-skilled manual tasks in installation, alteration, maintenance, and repair of equipment, fixtures, buildings and building facilities. Knowledge of common methods, practices, and materials used in maintenance and repair work, and their proper employment and care. Follows directions, prepares reports of work done, requisitions supplies, reads and writes at a level appropriate to the classification.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures or employee transfer) or be list eligible as a result of taking an examination.

HOW TO APPLY: Submit a completed standard state application (STD. 678) by the Final Filing Date. Applications submitted for vacancies must include the Position Title and Job Control Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at www.calhr.ca.gov.

Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Porterville Developmental Center
 Human Resources Personnel Examination and Recruitment
 P.O. Box 2000
 Porterville, CA. 93258
 26501 Ave. 140
 Porterville, CA. 93257
 (559)782-2322, (559) 782-2599 or (559)782-2087 (Contact Cecelia Goucher, Cristina Ceja or Amanda Avila for questions specific to the essential functions of the position only).